



## PURCHASE ORDER

**PO Number:303-0-1010**

*Requisition Number:303-0-02439*

**Order Date:** 8/5/2020

**Ordered**

**DUE TO COVID-19 AND TFC'S COMMITMENT TO TIMELY PAYMENT,  
PLEASE SUBMIT INVOICE ELECTRONICALLY TO:**

accountspayable@tfc.state.tx.us

**IF INVOICE IS MAILED, DELAYS MAY OCCUR.**

TEXAS FACILITIES COMMISSION

FISCAL MANAGEMENT / ACCOUNTS PAYABLE

P.O. BOX 13047 Austin, Texas 78711-3047

### Delivery Location

Multiple -- see line item detail

**Show numbers on all papers and packages**

### Referenced Source or Vendor

10436247216

VILLEDA BUILDING SERVICE, LLC

16804 Brewer Blackbird Drive

Pflugerville, TX 78660

Alai Villeda

Phone:512-944-8260, Fax:512-828-6833

VBSLLC@outlook.com

**\*\*WORK HAS BEEN COMPLETED AWAITING PAYMENT\*\***

Disinfecting/Cleaning Services

Pricing per attached Invoice #1752.

### Description

TFC Contact:

Pete Garcia

512-463-3566

Pete.Garcia@tfc.texas.gov

Services performed under this agreement are not considered complete for purposes of payment until TFC, or its authorized designee, inspects and accepts the work performed by the vendor.

Additional Terms and Conditions for Purchases of Goods and Services Related to COVID-19 May Apply.

### Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
**WORK HAS BEEN COMPLETED AWAITING PAYMENT**						
TFC - Disinfecting Crew - COVID19 Custodial Scope of Work - Janitorial Services						
- CSB: 30hrs @ \$20/hr = \$600						
- LBJ + PKQ: 60hrs @ \$20/hr = \$1,200						
- REJ + PKP: 80hrs @ \$20/hr = \$1,600						
- JHR: 40hrs @ \$20/hr = \$800	1	LOT	\$6,200.00	5/1/2020	7/1/2020	\$6,200.00
- WBT: 100hrs @ \$20/hr = \$2,000						
..... Balance Due = \$6,200						
<b>NIGP Class:</b> 910						
<b>NIGP Item:</b> 39						
<b>Object Class:</b> 277						
<b>Reimbursement Type:</b> Not Reimbursable						
<b>Grand Total</b>						<b>\$6,200.00</b>

Questions or concerns regarding this transaction or service should be directed to: Texas Facilities Commission Procurement Division, Phone: (512) 463-0209 or FAX: (512)236-6164 (The mailing address for the Texas Facilities Commission is at the top of this purchase order.)

<b>Agency</b>	TFC
<b>Fiscal Year</b>	2020
<b>Division</b>	Facilities Management and Operations
<b>Program</b>	Property Management
<b>Phone</b>	5124633566
<b>Org Code</b>	0477 - Coronavirus Response
<b>Type of Purchase/PCC Code</b>	'Q' Purchases of services when the total amount is between \$5,000.01 - \$25,000.00
<b>Work Order Number</b>	728539

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

#### Invoicing Standards

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable ) address;
- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;
- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (10) unit numbers corresponding to the original order; and
- (11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

**FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.**

**TEXAS FACILITIES COMMISSION INTERNAL PURCHASING**

PURCHASER: \_\_\_\_\_  
Goll, Heather - CTCD, 5124630209

**(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)**

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Tex. Tax Code § 151.309 (1993), for purchase of tangible property described in this purchase order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

[\(Show Terms And Conditions...\)](#)